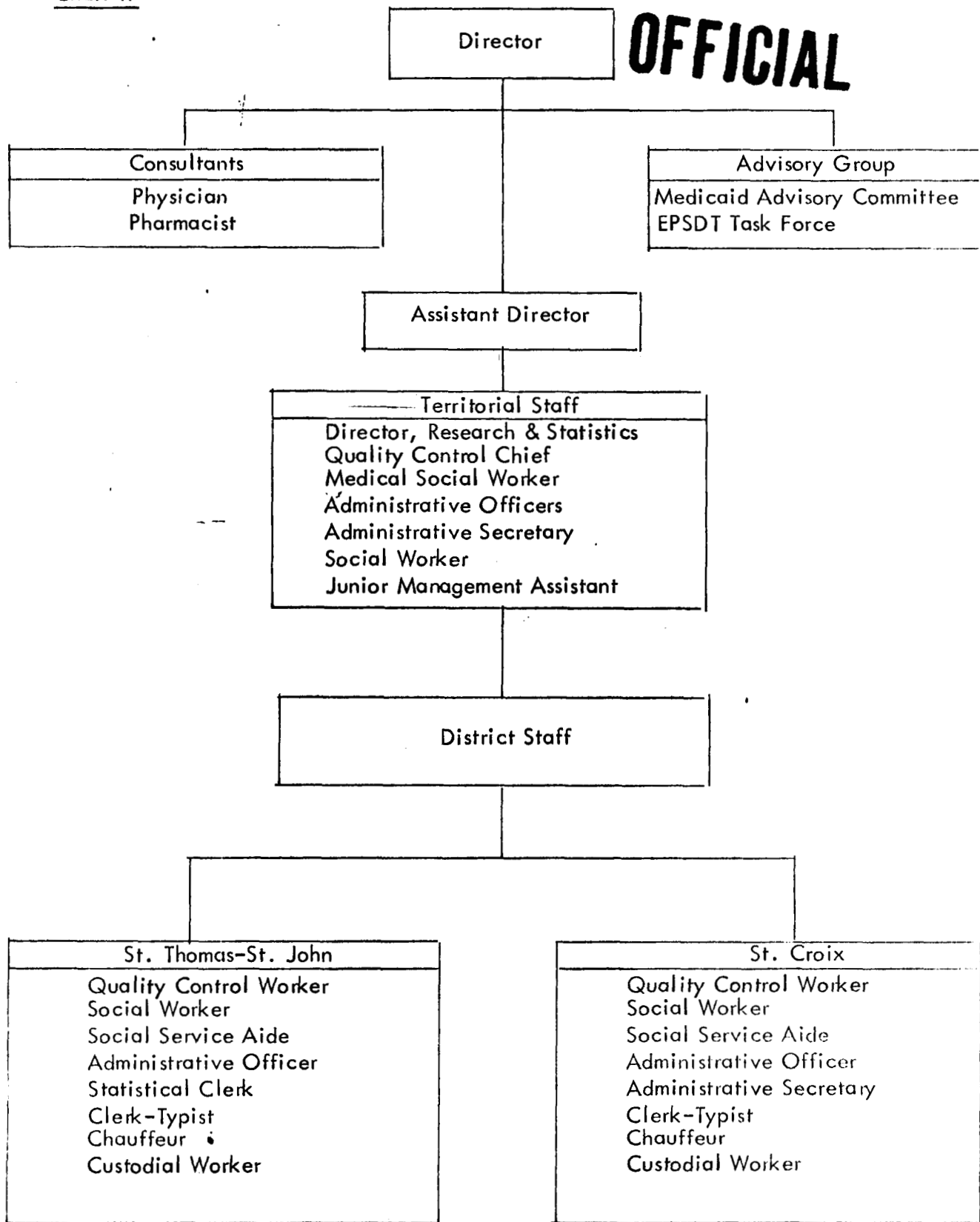


Chart II



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**Organizational Chart II  
Department of Health  
Bureau of Health Insurance and Medical Assistance**

**Narrative Supplement**

**Director, Bureau of Health Insurance and Medical Assistance:** Under the guidelines in Titles XVIII and XIX of the Social Security Act, and in the Virgin Islands Code, the Director is responsible for overall administration, program development, coordination and evaluation of the Health Insurance and Medical Assistance Programs.

**Consultants—Physician and Pharmacist:** Provide advice and guidance to Director regarding medical and pharmaceutical components of the Health Insurance and Medical Assistance Programs and serve as liaison to medical professionals and other health related organizations.

**Advisory Committee**

The **Medical Advisory Committee** is comprised of physician and other health related professionals, and consumers. It meets quarterly to bring special knowledge and experience to problem solving program direction. It also serves as a communication link between the State agency and the community as a whole.

The **Early Periodic Screening, Diagnosis and Treatment (EPSDT) Task Force** serves as a coordinating mechanism among all providers of EPSDT services. In meeting quarterly, it identifies problem areas in the delivery of EPSDT services, and recommends specific corrective action to strengthen and expand services. Membership is representative of the professional and lay communities.

**Assistant Director:** Under general supervision of the Director, performs responsible administrative functions in the area of staff development, statistics, quality control, certification unit and the general management of the operation of a major district office. In the absence of the Director assumes full responsibility for the territorial activities of the program.

**Other Territorial Staff:**

**Director of Research and Statistics:** Within the framework of administrative direction, coordinates the research and statistical activities with other related operations, functions and programs, supervises the technical and clerical staff in performing research and collating data. In absence of Director assumes responsibility for operation of a district office.

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## Organizational Chart II--Narrative Supplement

**Chief, Quality Control:** Provides leadership to the Quality Control Unit in developing a systematic means of reviewing Title XIX for accuracy of determination of financial eligibility, appropriate use of third party liability, and the correctness and completeness of claims. Supervises Quality Control workers and evaluates program development.

**Medical Social Worker:** Under administrative and technical supervision of the Director, provides medical social services to recipients needing special services, and acts as liaison with other community health and welfare resources.

**Administrative Officer:** Assists in planning, developing and executing operating procedures for the Medical Assistance Program, and assists in formulating work

**Secretary:** Under general direction, performs secretarial and clerical work for the Health Insurance and Medical Assistance Programs, and makes independent decisions within the scope of the programs.

**Social Worker:** Under the supervision of the Director helps recipients who have serious social-emotional problems interfering with their appropriate use of medical/health services.

**Junior Management Assistant:** Under the general supervision of the Director, assists other administrative staff in management of the program, preparation of technical reports, and exercises independent judgment within scope of the program.

### District Staff:

**Quality Control Worker:** Under direction of Chief Quality Control Unit, conducts review of cases, and claims. Prepares reports for the Certification Unit and Statistical Unit of findings and suggestions for corrective action.

**Social Worker:** Under supervisory guidance, identifies social-emotional component of recipient's situation, and leads recipient to effective use of medical/health resources.

**Social Service Aide:** Carries out a variety of assignments under the direction of Social Worker and Medical Social Worker to assist recipients in completing application process, and appropriate use of the full spectrum of Medical Assistance Program.

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Organizational Chart II--Narrative Supplement

Administrative Officer: Applies routine policies and procedures for management of the office. Also does typing and clerical tasks to support overall administrative operation of the program.

Statistical Clerk: Under supervisory guidance, follows procedures in registering, compiling, coding, and reporting numerical and statistical data.

Clerk-Typist: Under supervision, performs typing tasks for bills, reports, records, and other material for draft copy. Also does a certain amount of filing.

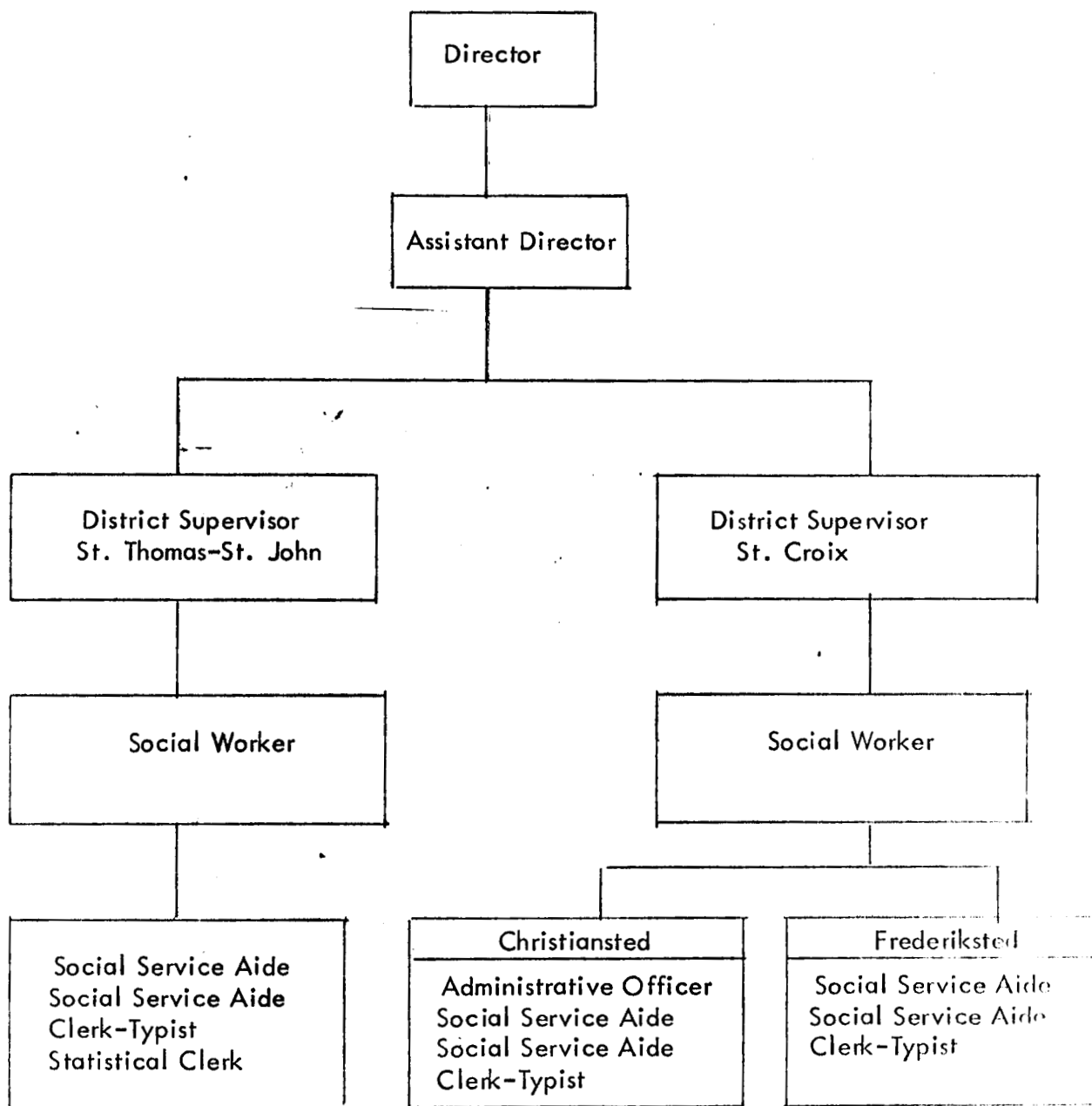
Chauffeur: Operates light automotive vehicle in the transportation of passengers, office records and data processing material. Also assists with certain office chores, as needed.

Janitor: Performs routine janitorial services for office to keep setting clean. Also assists with office chores, as needed.

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Effective 8/1/80

Chart III

CERTIFICATION UNIT  
(Determination of Financial Eligibility)



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## Organizational Chart III--Certification Unit Department of Health Bureau of Health Insurance and Medical Assistance

### Narrative Supplement

**Director, Bureau of Health Insurance and Medical Assistance:** Under the guidelines in Titles XVIII and XIX of the Social Security Act and in the Virgin Islands Code, the Director is responsible for overall administration, program development, coordination, and evaluation of the Health Insurance and Medical Assistance Program.

**Assistant Director:** Under general supervision of the Director, the Assistant Director performs administrative functions in the area of staff development, statistics, and the general management of the operation of the Bureau of Health Insurance and Medical Assistance of the Director assumes full responsibility for the implementation of the program, including supervision and direction to the Certification Unit.

**District Supervisor, St. Thomas and St. John:** This staff member is responsible for the supervision of all staff in the certification unit serving St. Thomas and St. John. The supervisor plans and assigns all work and conducts periodic evaluation of both staff performance and program direction.

**District Supervisor, St. Croix, Christiansburg and Frederiksted:** This staff member is responsible for the supervision of all staff in the Christiansburg and Frederiksted Certification Offices. The supervisor plans and assigns all work and conducts periodic evaluation of both staff performance and program direction.

**Social Workers:** Under supervisory guidance by the District Supervisor, identifies social emotional component of recipient's situation and leads recipient to effective use of medical and health resources. In absence of the District Supervisor, is responsible for the workings of the Certification Unit.

**Administrative Officer:** Performs typing and clerical tasks to support overall administrative operation of the certification unit. Also applies routine policies and procedures for management of the office.

**Statistical Clerk:** Under supervisory guidance follows procedures in registering, compiling, coding, and reporting of information about certification and recertification of recipients.

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## Organizational Chart III—Narrative Supplement

Social Service Aide: Determines financial eligibility for recipients, and in that process also alerts the recipients to the full spectrum of the Medical Assistance Program.

Clerk Typist: Under supervision, performs typing tasks for certification unit, including reports and records. Also does filing and scheduling of appointments for recipients.

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